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COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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May 15, 2013

To: Audit Committee

From: Richard Sanchez
Chief Information Officer

A handwritten signature in black ink, appearing to read "Rich Sanchez", is written over the printed name and title of the sender.

REVIEW OF BOARD POLICY 6.020 – CHIEF INFORMATION OFFICE BOARD LETTER APPROVAL

The Chief Information Office recommends extending the Sunset Review Date of Board Policy 6.020 – Chief Information Office Board Letter Approval to December 31, 2015.

If you have any questions, please contact me or your staff may contact Peter Loo, Chief Deputy Director, at (213) 253-5627 or ploo@cio.lacounty.gov.

RS:pg

Attachment

c: Executive Officer, Board of Supervisors



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.020	Chief Information Office Board Letter Approval	06/03/97

PURPOSE

To achieve maximum integration and efficiency in the implementation of information management systems. County departments have initiated or modified information management systems to increase efficiency within their operations and to improve or expand service delivery to the public. It is therefore, essential for the Chief Information Officer to review all requests from County departments for the purpose of ensuring continuity Countywide.

REFERENCE

June 3, 1997 Board Order, [Synopsis 104](#)

June 5, 1997 Chief Administrative Memorandum, "[Review of Automation-Related Board Letter by Chief Information Officer](#)"

June 24, 1997 Chief Administrative Officer and Chief Information Officer Joint Signature Memorandum, "[Chief Information Officer Review](#) of Automation/Communications-Related Acquisitions and Services"

April 1, 1999 Chief Information Officer Memorandum "[Procedure for Chief Information Officer Review of Board Letters](#)"

May 13, 2003 [Board Order 35](#)

November 17, 2011 Chief Information Officer update to the "CIO Analysis"

POLICY

The Chief Information Officer, prior to placement on the Board Agenda, must review all requests concerning the approval of actions related to the design, acquisition, expansion, or purchase of automated systems.

In addition, the June 24, 1997 memo expanded the existing policy to require department heads to also obtain Chief Information Officer review and approval on all purchases or consultant agreements for computer-based or telecommunications related software, equipment or services prior to finalizing such acquisitions or agreements.

RESPONSIBLE DEPARTMENT

Chief Information Office

DATE ISSUED/SUNSET DATE

Issue Date: June 3, 1997

Review Date: November 15, 2001

Review Date: July 22, 2004

Review Date: November 14, 2008

Review Date: March 28, 2013

Review Date: May 23, 2013

Sunset Review Date: June 3, 2001

Sunset Review Date: September 17, 2003

Sunset Review Date: December 31, 2008

Sunset Review Date: December 31, 2012

Sunset Review Date: June 30, 2013

Sunset Review Date: December 31, 2015